

## **Protocol for Submitting Digital Photographs for District Use**

**All students appearing in the photo need to be photo-cleared** in advance by staff taking/submitting the photo.

All photos submitted may be used for OUSD promotional materials/media including, but not limited to: printed publications, the District website & educational access channel programming.

Photos may be submitted on disc (CD/CD-RW/DVD/DVD-RW) or attached to an e-mail. Discs will not be returned.

Submission of a photo does not guarantee it will be chosen for use.

Please feel free to contact the Video Department staff with any questions, comments, suggestions or concerns.

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